

CONVERSATION

Good morning. I'm Robert Stevens.

Please have a seat and let's get started.

Good morning, Mr. Stevens. My name is Mark Jones.

Thank you, Mr. Stevens.


**AMERICAN
ENGLISH**

Please call me Robert, and I'll call you Mark. We are informal here.

That's good to know, Robert. Thanks.

CONVERSATION



Sure, was it easy to find the office?

Yeah, it was pretty easy. Plus, I always use GPS.



AMERICAN ENGLISH

Alright, why don't we start by you telling me a little about yourself?

Sure. My name is Mark. I graduated from Cairo University in 2016. I'm doing my master's degree in business administration. I like working with people. I'm a great people person. I'm very responsible and I always aspire to meet the expectations that my managers have of me.

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CONVERSATION

I can tell that
your practiced saying
that.

Was it
that obvious?

Haha you
bet but, don't worry. I've
seen worse.

Sorry. I just like
to be always prepared and
hey, doesn't this itself show
my devotion?


**AMERICAN
ENGLISH**

Not to toot my
own horn, but I really think
that I'm an excellent candidate
for the job.

You're right, it
kinda does.

CONVERSATION

I see you have two years of experience. Can you tell me a little about that?

Oh, yes. I worked in the mailroom at ABC Corporation last year.

I think this experience will help me blend into a job working here.

Go on, please.

It was a temporary job, but I gained a lot of experience.

Excellent!
We are always looking for someone with experience.



CONVERSATION

What are your weaknesses, Mark? Before you say anything. Please bear in mind that I heard all the ideal answers, so if you're going to tell me that your weaknesses are that you're very patient or that you take up too many tasks or you are a perfectionist or any of that bullsh, please just save it. Ok?

Wow, OK.
Off the top of my head, I think my main weakness is that I don't tolerate sloppy work. Sometimes I come across as a tough person but that's how you can lead.

Alright, Mark. I like this answer.

Do you have any questions for me?

Thank you, Sir.

Well, I've already done my homework and learned everything I need to learn from the internet, but I would like to know when to expect a call from you.

**AMERICAN
ENGLISH**

CONVERSATION

Great,
thanks again for
having me.

You'll
be contacted by an
HR representative with-
in two weeks.



You too,
Sir.

Thanks for
coming. Have a
good day.

CONVERSATION

EXPLANATION

“I like working with people. I’m a great **people person**.”

A **people person** is somebody who is very good at interacting with people. They enjoy being around people. Some of us are like this, it comes naturally to some of us to know what to say and how to say it. But for some, interaction with people needs a little extra effort. To be a good team player and blend in, we all need to learn how to make others comfortable talking to us. If you make people comfortable coming to you. We call you **approachable**.

If you’re **approachable**, you’re welcoming, you’re friendly and easy to talk to. It’s a very good skill.

“I’m very responsible and I always **aspire** to meet the expectations that my managers have of me.”

The word **aspire** is a little similar to the word **hope** or **desire**.

I **aspire** to do something. = I have a **desire** to do it or I **hope** to achieve it.

CONVERSATION

EXPLANATION

“Haha **you bet** but, don’t worry. I’ve seen worse.”

You bet is slang and means “**yes**”, “**you’re right**”, “**Of course**,” and “**totally**”.

Example

- Person A invites you to dinner. After dinner he asks you if you enjoyed the meal. You can say “**You bet**”. It means. “**Yes, I did**”.

“Sorry. I just like to be always prepared and hey, doesn’t this itself show my **devotion**?”

The word **devotion** here means “**loyalty towards something**”.

If you love something so much and you’re very loyal to it. We say “**you’re devoted**”.

“**Not to toot my own horn.**” This is a phrase used especially in America and Canada.

It means, to talk about yourself and say very good things. It’s like the word “**brag**”.

CONVERSATION

EXPLANATION

“Wow, ok. Off the top of my head, I think my main weakness is that I don’t tolerate sloppy work.”

“Off the top of my head” means. I will just say what comes to my mind without thinking first. I will not give any careful thoughts.

The word “tolerate” means, to allow.

The word “sloppy” means, careless or disorganized.

“... you are a perfectionist or any of that bullsh, please just save it.”

Bullsh is a short way of saying “Bullshit”.

CONVERSATION

Good morning, Mr. Stevens.
My name is Mark Jones.

صباح الخير. سيد ستيفنز.
اسمي مارك جونز.

Good morning.
I'm Robert Stevens.

صباح الخير. أنا روبرت ستيفنز.

Please have a seat and let's
get started.

تفضل بالجلوس ودعنا نبدأ.

Thank you, Mr. Stevens.

شكراً لك, سيد ستيفنز.

Please call me Robert, and I'll call
you Mark. We are informal here.

رجاءً نادني بـ روبرت, و أنا سوف أناديك مارك.
ننادي بعضنا هنا بشكل غير رسمي.

That's good to know, Robert.
Thanks.

من الجيد معرفة هذا, شكراً لك روبرت.

CONVERSATION

Yeah, it was pretty easy.
Plus, I always use GPS.

نعم، كان سهلاً، بالإضافة إلي
أني دائماً أستخدم الـGps.

Sure, was it easy to find
the office?

على الراحب، كان من السهل عليك
الوصول للمكتب؟

Alright, why don't we start by you
telling me a little about yourself?

حسناً، لماذا لا نبدأ بك، لتخبرني
قليلاً عن نفسك؟

Sure. My name is Mark. I graduated from Cairo
University in 2016. I'm doing my master's degree
in business administration. I like working with
people. I'm a great people person. I'm very
responsible and I always aspire to meet the
expectations that my managers have of me.

بالتأكيد. اسمي مارك. تخرجت من جامعة القاهرة عام 2016.
أدرس الآن في مرحلة الماجستير وموضوع دراستي هو إدارة
الأعمال. أحب العمل مع الناس. أنا شخص إجتماعي. أنا شخص
مسؤول وأطمح دوماً أن أكون على مستوى توقعات مديريني.



CONVERSATION

Was it that obvious?

أكان الأمر بهذا الوضوح؟

I can tell that your practiced saying that.

أنا متأكد من أنك قد تدربت على قول هذا.

Haha you bet but, don't worry. I've seen worse.

هاهاها، بالتأكيد، لا تقلق لقد رأيت ما هو أسوأ.

Sorry. I just like to be always prepared and hey, doesn't this itself show my devotion?

آسف. أود فقط أن أكون مستعداً دائماً، مهلاً، ألا يظهر هذا في حد ذاته إخلاصي؟

You're right, it kinda does.

أنت على حق، بالفعل يشير إلى حد ما.

Not to toot my own horn, but I really think that I'm an excellent candidate for the job.

ليس غروراً، بالنسبة لي أعتقد أنني المرشح المثالي لهذه الوظيفة.

CONVERSATION

I see you have two years of experience.
Can you tell me a little about that?

أرى أن لديك سنتين من الخبرة. أيمكنك
أن تحدثني عن ذلك؟

Oh, yes. I worked in the mailroom at
ABC Corporation last year.

نعم، عملت بغرفة البريد
لدى مؤسسة ABC في العام الماضي.

Go on, please.
أستمر رجاءً.

It was a temporary job, but I
gained a lot of experience.

كان عملاً مؤقتاً، ولكنني حصلت على
العديد من الخبرات.

Excellent! We are always looking for
someone with experience.

ممتاز! دائماً ما نبحث عن ذوي الخبرة.

I think this experience will help me
blend into a job working here.

أعتقد أن هذه الخبرة ستساعدني على
الاندماج في عملي هنا.

CONVERSATION

What are your weaknesses, Mark? Before you say anything. Please bear in mind that I heard all the ideal answers, so if you're going to tell me that your weaknesses are that you're very patient or that you take up too many tasks or you are a perfectionist or any of that bullsh, please just save it. Ok?

ما هي نقاط ضعفك, مارك؟ قبل أن تقول أي شيء. من فضلك خذ بإعتبارك أنني سمعت كل الأجابات النموذجية, لهذا إذا كنت ستخبرني أن نقاط ضعفك هي أنك صبور للغاية أو أنك تتولى الكثير من المهام أو أنك كامل أو أي من هذه الهراء , رجاءً أحتفظ بهم.



Wow, ok. Off the top of my head, I think my main weakness is that I don't tolerate sloppy work. Sometimes I come across as a tough person but that's how you can lead.

حسنًا, أول ما خطر ببالي دون تفكير, أعتقد أن نقاط ضعفي الأساسية هي أنني لا أتساهل مع التخاذل في العمل. أحيانا أكون شخص شديد ولكن هذا ما يتطلبه الأمر حتى تستطيع القيادة.

CONVERSATION

Alright, Mark. I like this answer.

حسناً يا مارك، أعجبتني هذه الإجابة.

Thank you, Sir.

شكراً لك، سيدي.

Do you have any questions for me?

هل لديك أي أسئلة لي؟

Well, I've already done my homework and learned everything I need to learn from the internet, but I would like to know when to expect a call from you.

حسناً، لقد قمت بالفعل بأداء واجبي وتعلمت كل شيء:
أحتاج أن أتعلمه من الإنترنت، ولكن أود أن
أعرف متى أتوقع مكالمة منكم.

CONVERSATION

You'll be contacted by an HR representative within two weeks.

سوف تتلقى اتصالاً من ممثل الموارد البشرية في خلال أسبوعين.

Great, thanks again for having me.

رائع، شكراً مجدداً على مقابلتي.

Thanks for coming. Have a good day.

شكراً لقدمك. أتمنى لك يوم جيد.

You too, Sir.

وأنت أيضاً، سيدي.